

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Building Planning Staff, OL
4E50 Hqs

EXTENSION

NO.

DATE

23 DEC 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/T

Dan,

STAT

Here is the current OL
space requirement you requested.

If you spend time studying
it, I call your attention to
conference rooms. If we are to
allocate conference space at rate
requested by OL components, the
Agency will have about 300 confer-
ence rooms vice the 40 to 50
usage surveys indicate we need.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Att

File: Non-Office Space

STAT

S E C R E T

MEMORANDUM FOR: Chief, [REDACTED] DO
FROM: [REDACTED] DO Representative,
Building Planning Staff, OL
SUBJECT: Validation of Workstation and Special Use
Space Requirements

25X1

25X1

1. Attached is a computer printout of your current personnel strengths listed by staff, division, and branch. Preliminary design for the proposed new Headquarters facility requires verification of the number of workstations and amount of special use space that is currently being utilized by your component. Accordingly, each office is being requested to verify the accuracy of its computer listing and complete as necessary. The following information is requested:

a. Next to 'X OTHER EMPLOYEES,' enumerate any part-time, co-op, or contract employees in the 'INCUM' (incumbency) column. Do not list summer employees.

b. Use the 'WKS' column to identify the actual number of office workstations required. This number should reflect the number of office workstations essential to support your present incumbents. In most cases, this number will be the same as 'INCUM.' Where a job title shows several incumbents involved in shift work requiring only one workstation, the WKS entry should be 1 (one).

c. Under 'COMMENT,' include any clarifying remarks.

OL 2 5221

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

S E C R E T

S E C R E T

2. If the incumbents employ additional dedicated space within the office for unique equipments such as light/drafting tables, workbenches, blueprint/map storage, etc., please indicate the type and space requirements under 'COMMENT.' Do not include standard ADP or WP terminals.

3. Note that 'GRADE' indicates the authorized staffing grade, not the grade of the incumbent.

4. We would like to receive your response within 2 weeks of receipt of this memorandum.



25X1

Attachment:
Printout

Distribution:

Orig - Adse, w/att
~~1~~ - OL/BPS, w/o att (official)
1 - OL Reader

OL/BPS



(01 Dec 82)

25X1